



ICONIC DETAILS

BODY LANGUAGE BASICS

Body language is a powerful form of communication.
When it comes to the business world, it's important to be aware of your body language.

HEAD

- Head up ⇒ Listening without bias and interest
- Head down ⇒ Not interested, rejection. Signals weakness and fatigue

ARMS

- Arms crossed ⇒ Defensive, protective of the person, closed off
- Arms open ⇒ Welcoming, pay attention to the hands

HANDS

- Offer a firm handshake with vertical hands
- Palm up ⇒ submissive
- Palm down ⇒ dominating

LEGS

- Legs crossed ⇒ Cautious, guarded, lady-like, closed off
- Legs uncrossed ⇒ Open and relaxed
- One leg over the other at the knee ⇒ Stubbornness, cautiously open
- Wide leg stance ⇒ Power position

EYES

- Looking left ⇒ Remembering something
- Left and down ⇒ Recalling something, self-communicating
- Left and up ⇒ Recalling facts
- Looking right ⇒ Imagination and lying
- Right and down ⇒ Questioning self
- Right and up ⇒ Lying
- Rubbing eyes ⇒ Disbelief

COMMON GESTURES

- **Nail biting** ⇒ insecure, nervous
- **Turn away or looking away** ⇒ don't believe something
- **Head tilt** ⇒ interest, if held too long = boredom
- **Open palm** ⇒ sincerity
- **Hidden hands** ⇒ lying, aggressive
- **Rubbing hands together** ⇒ excitement
- **Touching chin** ⇒ decision making
- **Covering mouth** ⇒ lying or feeling like they can't speak
- **Touching throat** ⇒ trying to speak
- **Rubbing forehead** ⇒ frustration, thinking, tired
- **Poor posture** ⇒ Injury, illness, skeletal issues or temperature
- **Rubbing eyes** ⇒ disbelief
- **Object in front of body** ⇒ protection, self defense
- **Micro-expressions** ⇒ last for 1/25 sec and show universal expressions

FEMALE SPECIFIC BODY LANGUAGE

Generally use more closed body language

- **Lean forward** ⇒ interested in something
- **Lean away** ⇒ uncomfortable, displeased
- **Eye contact** ⇒ interested, often pupils will be dilated too
- **Mirroring** ⇒ typical between women
- **Legs and feet** ⇒ point toward something of interest
- **Taping or fidgeting** ⇒ sign of annoyance

MALE SPECIFIC BODY LANGUAGE

- **Choose wider stance** ⇒ increase their size, dominance
- **Spread legs and stance** ⇒ sign of confidence
- **Eye contact** ⇒ is good but if held too long can show dominance
- **Mirroring** ⇒ Not typical between men but will do so with females they like
- **Legs and feet** ⇒ point toward something of interest

VOCAL COMMUNICATION

- **Pitch** ⇒ people respect deeper voices, higher voices are seen as immature
- **Speed** ⇒ faster can be confusing and slower can lead to boredom
- **Loudness** ⇒ speak up, quite can be seen as submissive or guarded
- **Tone** ⇒ dictates emotio

Information Sources:

"Body Language Basics" by Moreno Valley College (2013)
Retrieved from <http://www.mvc.edu/files/ep-body-language-basics.pdf>

"Seven Body Language Gestures Be On The Lookout For" by Fred Wiedemeyer
Retrieved from <http://mlm.heavyhitterleads.com/seven-body-language-gestures-be-on-the-lookout-for/>